

Date as Postmark

Dear Sir/Madam

ADVANCED LEARNER LOAN (ALL) BURSARY FUND 2019/20

Further to your request, please find enclosed an application form for the ALL Bursary Fund.

Please could you ensure that you enclose your **acceptance letter** from the Student Loans Company and **all required evidence of income is**, as we are unable to process your application without this. **Unfortunately, we cannot accept bank statements as evidence of income or benefits.**

If you are applying for assistance with childcare costs, we will also require evidence from your childcare provider confirming these costs, and evidence of their Ofsted registration.

The ALL bursary fund for those with qualifying loans is limited in value, and applications will be considered on a first come, first served basis. It is important, therefore, to return your form as soon as possible. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

If you have any queries, or require any assistance in completing your application, please contact the College Finance Office through the main College switchboard.

Yours faithfully



Clare Perez
Head of Finance



Hereford Campus
Folly Lane, Hereford, HR1 1LS
Tel: (01432) 352235

Email: enquiries@hlcollege.ac.uk
Web: www.hlcollege.ac.uk

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HEREFORDSHIRE AND LUDLOW COLLEGE

Bursary Fund for Learners who qualify for Advanced Learning Loans ('The Adult Bursary') 2019/20

1 College Policy

The Government has allocated to the College a bursary fund to assist learners whose age, circumstances and course of study will entitle them to apply for an Advanced Learner Loan in 2019/20. The fund is to be used to widen participation in this segment of the learner cohort, including learners from low-income or disadvantaged backgrounds and those with disabilities.

The Adult Bursary can be used to financially support learners with:-

- ✓ Childcare costs (**nb - childcarer MUST be Ofsted registered**)
- ✓ Accommodation (where a student has to stay away from home to study) for specialist rural craft courses only.
- ✓ Transport (students must live at least ten miles from campus).
- ✓ Additional Learning Support costs deemed appropriate following College assessment.
- ✓ Disability related costs.

The bursary may NOT be used for:

- ✓ Tuition, materials or exam fees.
- ✓ Equipment costs (except for disability related needs).

No application will be considered if household income exceeds £25,000 per annum. Outcomes for income levels below this amount will vary according to individual / household circumstances.

2 Eligibility

Use of the Adult Bursary is restricted SOLELY to learners who have had an Advanced Learner Loan application approved by the Student Loans Company. Information on loan eligibility is available at:
<https://www.gov.uk/advanced-learner-loan/eligibility>

3 Application Procedure

Application forms will be available from the College for the academic year 2019/20. All applications will be considered on an annual basis – continuing / progressing learners must reapply, requesting support subsequent academic years.

ALL APPLICATIONS MUST INCLUDE A COPY OF THE LETTER FROM THE STUDENT LOANS COMPANY CONFIRMING THE APPLICANT'S LOAN ENTITLEMENT. All loans must be approved and processed before bursary can be granted.

Funds are strictly limited and awards are therefore subject to availability of sufficient funds. All application forms will be dealt with on a first-come, first-served basis. However, priority will be given to current students partway through a 2-year programme. Should insufficient funds be available, applications will be rejected, even if they would otherwise have been accepted.

Where the supporting documentation has not been submitted, the application form will be returned unprocessed and will only be considered once the form is re-submitted with the full, relevant supporting documentation.

Every application form will be dated, to ensure applications are dealt with chronologically, upon delivery to the main reception at the following campuses of the Herefordshire, Ludlow and North Shropshire College:

- Folly Lane campus, Hereford
- Holme Lacy campus, Herefordshire
- Ludlow College, Shropshire
- Oswestry campus, North Shropshire and
- Walford campus, North Shropshire

All students who apply will be informed of the decision within 4 weeks of loan approval. Decisions may be delayed if all necessary documentation has not been provided with the application. An award will be deemed to have been accepted by the student unless the College hears otherwise.

All application forms requesting support from the Adult Bursary Fund are means tested, and proof of household income is required before an application form can be processed. **No application will be accepted if the applicant does not disclose any income source.**

You must include **all** pages of any tax credit award notices or benefits notifications. If you are applying for assistance with childcare costs, evidence of cost from your childcare provider, and proof of the Ofsted registration is required.

4 Additional Learning Support (ALS) Requirements

If the learner is deemed to be eligible for ALS by the College, this bursary fund may be used to cover all or part of the cost of ALS. Should the eventual actual cost of ALS provided by the College exceed any bursary grant available, the College will, in all cases, waive any requirement for the learner to fund the excess cost themselves.

5 Payment Method

Payment to successful applicants will be in the form of a direct payment to the student's bank account with the exception of accommodation and childcare which will be issued by cheque or BACS directly to the landlord or childcare provider. Awards to cover ongoing expenses will be paid in termly instalments subject to continued satisfactory attendance.

Where students receive financial support and withdraw from their course, or their attendance falls below minimum requirements, steps will be taken to recover monies paid.

6 Appeals Procedure

Students who disagree with the decision regarding their application can appeal against it. The appeal must be made within 7 working days of being notified of the decision. Applicants should state clearly their reasons for disagreeing with the decision.

The appeal will be handled as follows:-

- The application will be reviewed by the Head of Finance and Head of Learner Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance / Head of Learner Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Principal will make the final decision as soon as is practicable.

7 Publicity

The Adult Bursary Fund is promoted through the College website and prospectus. Leaflets giving advice on alternative forms of funding are available from Learner Services.

All information provided by students will be treated in confidence and will be handled in accordance with the Data Protection Act 1998.

Advanced Learner Loan (ALL) Bursary Fund Application 2019/20



Herefordshire,
Ludlow & North
Shropshire College

OFFICE USE: DATE APPLICATION RECEIVED: _____

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

Please complete the form and bring it together with your supporting evidence to reception at the relevant campus.

Learner Details					
Title:		Student First Name:		Student Surname:	
DOB:			Age: (You must be over 19) on 31 August 2019 to apply):		
Address:					
Postcode:		Telephone/ Mobile:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you received an acceptance letter from the Students Loan Company for an Advanced Learner Loan ? <i>If yes, please supply a copy.</i>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have savings in excess of £5,000?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course Title: _____				Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

Eligibility (see section 2 of policy)
To qualify you must be aged 19 or over on 31 August 2019 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

Funding Criteria					
Your household income is one of the criteria which will help us to assess your application. If your TOTAL Household income exceeds £25,000 per annum, you will not be eligible for a bursary payment.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application.					
Full TCAN Notice showing household income for 18/19	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	P60	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Please list the names of the household members and relationship to learner who work or receive benefits:					
Name			Relationship to Learner		

Funding Criteria contd		Required?
<i>If applying to Ludlow College, see separate sheet.</i>		
The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for. This information is strictly confidential and will only be used for this assessment purpose.		
Transport (if living more than 10 miles from college). State weekly mileage to and from college if travelling by car:		<input type="checkbox"/>
Accommodation (see policy for what would be eligible). Please provide Landlord details: _____		<input type="checkbox"/>
Childcare (evidence and details of Nursery/Childminder charges and Ofsted registration required). Please provide details: _____		<input type="checkbox"/>
Any other additional costs (please specify):		<input type="checkbox"/>

Learner Bank Details (see policy section 5)	
Please provide your bank details below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into Learners bank accounts <u>only</u> (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by providing learners with a travel pass	
Account Name: _____	BIB Reference (Admin Use Only): _____
Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
 - I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
 - I understand that monies I receive under the Scheme will be paid on condition of standards of attendance and behaviour, as explained in the ALL Bursary Fund Policy 2019/2020.
- HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which the fund is supporting me.
 - When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
 - I will notify my Provider immediately with any changes to my Bank/Building Society details.
 - I understand that monies I receive under the fund have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
 - I understand that I do not have an automatic entitlement to payments, and all payments are based on the information I have provided.
 - I am clear that the payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie. meals, miscellaneous course costs, childcare, etc.
 - I understand I have the right to appeal if I disagree with the outcome of my ALL Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained in the ALL Bursary Fund Policy 2019/2020.

I confirm I have read the ALL Bursary Fund Policy 2019/20 which was given to me with this application.

Applicant Signature: _____ **Date:** _____